

**HOUSEKEEPER****POSITION DESCRIPTION**

POSITION TITLE	<b>Housekeeper</b>
SUMMARY	Clean assigned areas, including public spaces & bathrooms, private apartments as assigned and individual rooms.
SUPERVISOR:	Lancey Wheaton, Facility Manager
ESSENTIAL JOB RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Clean common areas as scheduled.</li> <li>2. When assigned, clean apartments as defined in the assistance plan.</li> <li>3. Do facility laundry.</li> <li>4. Do laundry for residents as scheduled.</li> <li>5. Report concerns or observations about residents to supervisor.</li> <li>6. Ensure a safe living environment.</li> <li>7. Maintain an accurate record of chargeable services (cleaning, personal laundry, etc.) and submit to the Facilities Manager at end of each week.</li> <li>8. Wash windows in public areas quarterly or more often if needed.</li> <li>9. Clean interior windows as assigned.</li> <li>10. Clean public restrooms daily.</li> <li>11. Deep clean and sanitize all vacated apartments in preparation for the next resident.</li> <li>12. Carry out other duties as assigned.</li> </ol>
WORKING BEHAVIORS	<ol style="list-style-type: none"> <li>1. Adhere to and carry out all policies and procedures.</li> <li>2. Report on-the-job injuries to the supervisor before the end of the work shift on the day the injury occurs.</li> <li>3. Establish and maintain constructive working relationships with coworkers, residents, families and visitors.</li> <li>4. Maintain confidentiality of verbal and written information pertaining to residents, facility operations and personnel.</li> <li>5. Promote <i>DIRIGO PINES</i> in a positive way.</li> <li>6. Promote teamwork in providing services to residents.</li> </ol>
KNOWLEDGE	<ol style="list-style-type: none"> <li>1. OSHA-MSDS sheets and procedures</li> </ol>

## DIRIGO PINES

EXPECTATIONS	<ol style="list-style-type: none"><li>2. Fire and safety procedures</li><li>3. Food-handling regulations</li><li>4. Operation of non commercial kitchen appliances (dishwasher, garbage disposal, microwave, coffee maker, ice machine), office equipment (photocopier, telephone), and cleaning equipment (vacuum, carpet extractor, buffer, etc)</li><li>5. Knowledge of and adherence to safe handling practices of cleaning products.</li></ol>
WORKING CONDITIONS	<ol style="list-style-type: none"><li>1. Heated / Air-conditioned, well-lit facility with minimal barriers.</li><li>2. Lifting, pushing or pulling up to 50 lbs., using proper body mechanics or available equipment.</li><li>3. Bending or kneeling to perform cleaning tasks.</li><li>4. Lifting arms above head to reach and clean shelves, ledges and windows.</li><li>5. Use of chemicals in cleaning and safe handling practices.</li></ol>
QUALIFICATIONS	<ol style="list-style-type: none"><li>1. Willingness to learn and work.</li><li>2. Enjoyment in working with older adults &amp; positive attitude.</li><li>3. Demonstrated housekeeping ability in own home.</li><li>4. Attention to details.</li></ol>
STANDARDS	<ol style="list-style-type: none"><li>1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.</li><li>2. Employees will not work under the influence of mood altering or illegal drugs or alcohol.</li><li>3. Neat appearance, adherence to the dress code and good personal hygiene are expected.</li></ol>